

MEMORANDUM FOR : Executive Director-Comptroller
THROUGH : Executive Dining Room
Logistics Services Division/OL
SUBJECT : Request that Official Entertainment
be charged to the Imprest Fund

1. The officer named below entertained on the date indicated, in an official capacity. It is requested that the charges for the guest (s) be paid from the Official Imprest Fund.

Date:

Host:

Guests:

Agency Participants:

NUMBER OF MEALS TO BE CHARGED AGAINST IMPREST FUND:

Deputy Director for _____
or Head of Independent Office